

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
TUESDAY, FEBRUARY 16, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, February 16, 2016. The meeting was called to order at 7:15 p.m.

**PRAYER** – The Prayer was given by Chairman Kaupin.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Councilman Bosco left at 8:15 p.m. Also present were Acting Town Manager, Lee Erdmann; Acting Assistant Town Manager Development Services, Peter Bryanton; Recreation Supervisor, Mary Keller; Chief Technology Officer, Paul Russell; Assistant Director of Social Services, Joel Cox; Chief of Police, Carl Sferrazza; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #3502** by Councilor Deni, seconded by Councilor Arnone to accept the minutes of the January 26, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3502** adopted 10-0-1, with Councilor Bosco abstaining.

**MOTION #3503** by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the February 1, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3503** adopted 9-0-2, with Councilors Bosco and Lee abstaining.

**MOTION #3504** by Councilor Szewczak, seconded by Councilor Stokes to accept the minutes of the February 1, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3504** adopted 9-0-2, with Councilors Bosco and Lee abstaining.

## **SPECIAL GUESTS**

### **Cultural Arts Commission**

Present for this item were Kassie Huhtanen, Chairman and Mary Keller, staff liaison for the commission.

Ms. Huhtanen stated they recently adopted a new logo and name change. The Cultural Arts Commission will now be known as the Enfield Culture and Arts Commission.

She then shared some of the activities this Commission is involved in.

Councilor Arnone thanked the Commission for the update.

### **Enfield Warming Center Task Force**

Present for this item were Rev. Peter Bushnell, Priscilla Brayson and Carol Censki.

Ms. Brayson spoke about the Holy Trinity Episcopal Church warming center, which was developed by many local churches and organizations. She noted many people have worked tirelessly to make this warming center a reality. She stated beginning January 25 until March 1<sup>st</sup>, Holy Trinity Episcopal Church at 383 Hazard Avenue will provide a warm place for the homeless to rest from 9:00 p.m. until 7:00 a.m. seven days per week.

Rev. Bushnell stated they started with three people visiting the warming center and had six visitors this past weekend. He noted they have accommodations for 10 to 15 people. He noted this has also been a great opportunity for Social Services to identify people in need of permanent housing. He stated they stayed open a little longer with the extreme cold experienced this past weekend. He noted much has been donated to the warming center, and there has been an outpouring of help.

Ms. Censki stated she's the Chairman for fundraising for the warming center, and they've been very successful with their fundraising. She noted they have three paid staff that rotate nights at the church, and they have insurance costs as well as provide protein bars for visitors who use the warming center. She stated they are determined to keep this warming center going from year to year. She noted donations can be dropped off at the People for People Enfield Winter Warming Center at the United Methodist Church on Brainard Road. She stated they would appreciate any support from Town leaders, i.e., a warming shelter closer to downtown where more of the homeless people live.

Councilor Hall commended them for offering this service. She questioned if people can bring donations to the warming center, and Ms. Brayson responded yes.

Councilor Hall questioned how late the local bus runs, and was told it runs until 10:30 p.m. Ms. Censki stated it would be great if the bus could run on Sundays.

Councilor Sarno expressed her appreciation for this warming center.

## **PUBLIC COMMUNICATIONS & PETITIONS**

Steve Cogtella, 2 South River Street

Spoke about the ECDC loan proposal. He stated his belief it's unusual that a private corporation would come before Town officials to request a loan regardless of any collateral they may have to secure that loan. He noted it seems equally unusual for the Town Council to entertain such a proposal especially since local law enforcement is investigating this corporation. He feels there's isn't enough information to make an informed decision, and he also questions the accuracy of the information. He noted no bank will provide a loan to the ECDC and neither should the Town Council because he believes the Corporation is in worse shape than what's being presented.

Mr. Cogtella stated his belief the ECDC wouldn't be in this situation if they complied with their bylaws, i.e., having seven to nine board members rather than three members; having the Executive Director of the Corporation being the head of Community Development in Enfield, and in that case, there would not be a Darren LaMore and Bob LeMay with hundreds of thousands of dollars going to salaries for a part-time job.

He stated the ECDC claims they're reorganizing, but he sees no substantial changes. He noted the November 22, 2010 meeting minutes of the ECDC states the Office of Community Development will be responsible for managing projects and that all laws and regulations are followed.

Mr. Cogtella referred to the January 29<sup>th</sup> Hartford Courant article and noted it was stated by one of the board members that ECDC's finances were grossly mismanaged, and it is suggested that LaMore and LeMay were the two members solely responsible for this. He disagreed and stated with the exception of Councilor Arnone, who was recently appointed to the Board, where was the Board of Directors when all of this was going on. He questioned whether they have a fiduciary and management responsibility for the Corporation. He pointed out this did not happen overnight, but rather it happened over weeks, months and possibly years. He noted a Board member commented in that article that they're being crucified for what their employees did. He stated those employees weren't just employees, they were the Executive Director and Assistant Director of the Corporation. He noted they were co-workers, friends and socialized together. He pointed out the Board of Directors is being crucified for what they didn't do. He referred to another comment made by a member of the Board which states, "Nothing illegal happened, it all went out through salaries". He stated his understanding that one of the creditors is the IRS because the Corporation failed to pay payroll taxes. He referred to Title 26, United States Code, Section 7202, "Willful failure to collect or pay over tax". He noted the IRS calls this a felony. He stated the IRS not only holds those that perpetrated this crime responsible, they also penetrate the Corporate shield and hold the person having overall financial management authority for the Corporation responsible as well.

Mr. Cogtella questioned if there's any legal litigation pending with former or current members of the ECDC on a federal level. He stated his belief it's one of two things – one or more of the Board of Directors knew what was going on and tried to cover up, or they're simply incompetent. He stated his belief they're not incompetent because they're educated people with years of experience involving this type of work. He stated his belief all members of the Board, including LaMore and LeMay are culpable for the Corporation's failure, and he feels it would be foolish to provide money to the same Board members that allowed this to happen. He pointed out this is an ECDC issue and not a Town issue, regardless of what projects they're working on, including the train station. He feels it would be ludicrous to provide money to any corporation undergoing a law enforcement investigation until they've been exonerated from wrongdoing.

Mr. Cogtella stated 33 North River Street could be leveled and it will have no effect on the train station from what is being proposed by Connecticut DOT from their original design.

He stated on December 23<sup>rd</sup> he put an FOI request in to the ECDC and requested specific information, however, he received no response. He noted he did get some information, which is probably the same as what the Town received, but that only raised more questions for him, and it should also raise more questions from the Town Council.

He stated his understanding the current Chair of the Enfield Revitalization Strategy Committee is assuming a Board member position with ECDC. He stated he sees this as history repeating itself. He feels this is known as cronyism.

He concluded asking Councilor Arnone to recuse himself from this vote because of his affiliation with the ECDC as a Board member. He feels this would be a conflict of interest because the ECDC stands to gain monetarily with this vote. He noted at the very least, it would be unethical, and he feels they've seen enough unethical conduct with the members of this organization. He feels Councilor Arnone recusing himself would be setting a positive example of what a Board member should be.

James McCarthy, 10 Locke Lane

Spoke at length about the rise rings in the manhole covers. He estimated about \$100,000 worth of work needs to be corrected concerning manholes. He spoke about the incorrect method used in paving some roads, whereby a vibrator compactor was used which caused ripples in some roads. He pointed out this will cause roads to deteriorate quickly. He stated his hope someone will look into this. He provided the Council a detailed statement regarding his concerns.

Maureen Mullen, 1625 King Street

Stated she noticed water pooling between her property and the CREC property. She noted she will take some pictures of this condition tomorrow. She pointed out she does not want any contaminated water going anywhere.

Kelly Hemmler, 10 Hartford Avenue

Stated ECDC has had some success. She noted she was able to borrow some money from ECDC for her business. She stated she applied for a loan and was approved, and it was very helpful, and she has not missed a payment.

Debbie Kruzel, 21 Charnley Road

Stated her belief taxpayers' dollars should not be going to the ECDC. She voiced concern that if the Town Council does this, everyone will be looking for bail out money when they mismanage their money.

Ms. Kruzel stated she heard that the State is bailing out Somers for the Somersville Mill. She questioned when the surrounding towns will bail out Enfield. She noted Enfield has plenty of its own issues that need fixing before helping out surrounding towns so their taxes don't go up. She stated the families of the individuals that caused that fire should be the ones funding the demolition and cleanup. She noted she's considering selling her home and moving to Somers so at least her tax dollars will follow her.

Patrick Gaskell, 94 South River Street –Fire Commissioner at the Thompsonville Fire District #2

Voiced his concern about the \$200,000 loan ECDC is requesting from the Town. He stated he read in the newspaper that a lot is riding on this transit center. He noted ECDC had a great idea in the beginning stages, but obviously the system couldn't sustain itself, and it has failed. He stated he is disappointed ECDC wasn't criticized sooner by this Town Council. He questioned why Council liaisons weren't overseeing the progress of ECDC before it spiraled out of control. He questioned where is Enfield Community Development and Peter Bryanton. He noted as a treasurer of a board himself, he cannot understand how he did not know what was going on with this corporation and how it got out of control. He stated ECDC had two people who were fired because they did not do what they were hired to do, and now taxpayers have to make things right. He stated his belief LaMore and LeMay were scapegoats, and he feels it's unbelievable how the Board did not oversee what was going on.

Mr. Gaskell acknowledged there are difficult decisions to make, and the Council has to make one that hopefully will not repeat itself and end up mismanaged again with more funds lost. He feels before moving forward, ECDC should continue to be investigated and definitely be restructured from top to bottom, meaning new policies, bylaws, directors, board members and Council liaisons. He stated the Town Council needs to call all shots at this time. He noted a \$200,000 loan is the price paid for a new reorganization. He stated all the monies that the ECDC has acquired to date have been from taxpayers in one way or another. He noted transparency needs to be established between ECDC, the Town and the public who are funding or backing these projects. He questioned how the Town Council can convince taxpayers that this won't happen again if the loan is granted.

He concluded stating he does not support the \$200,000 loan to a failed corporation without any changes made to the system, and he hopes the Council feels the same.

Gina Sullivan, 11 Spier Avenue

Stated her belief forgivable loans are a great deal. She noted this worries her because if the Town loans the money to ECDC, will they have to pay it back.

Jeff Cross, 1116 Enfield Street

Spoke concerning the ECDC loan request. He noted he finds it astounding that any loan request would be considered while a police investigation is still going on. He stated when paychecks are knowingly issued and they don't have the cash for taxes, that sounds criminal to him.

Mr. Cross stated a forensic audit is needed. He noted he has the last balance sheet produced as of October 30, 2015, and it has all the loans listed as assets totaling \$267,000. He noted he is happy to hear Ms. Hemmler experienced a successful transaction, but he also sees a loan for the Freshwater Package Store, which is a bad debt at this point. He stated after reviewing the transactions, he does not believe these financial statements are worth the paper they're printed on. He noted they are mis-statements at best. He stated there are transactions that took place prior to the ECDC regarding 8 South Street, and some of the transactions were hundreds of thousands of dollars transferring hands and money being spent, but the only thing he sees reflected on the financials is the sale. He questioned whether there were any gains, losses or expenses associated with that as far as the ECDC was concerned. He noted he finds that extremely hard to believe. He stated the financial reporting done by the ECDC leaves a lot to be desired, and he believes it's criminal as well. He questioned what kind of organization is this, and he questioned what the Town Council is doing using taxpayer dollars to subsidize a private organization. He stated his tax dollars should not be going to subsidize this type of organization. He noted all corporations and organizations like the ECDC file bankruptcy when they find themselves in this position. He noted they should sell their assets, and if loans are forgivable, they are not true assets. He pointed out the only true asset is the property itself. He stated they should sell the assets and pay off the vendors.

Mr. Cross stated the taxpayers of the Thompsonville Fire District are aware of the financial manipulations of another Republican controlled municipal organization. He recalled what the Republican of the Year did for the finances of the Thompsonville Fire Department. He noted this Republican controlled organization shouldn't forget it either.

Jason McClellan, 8 South Street

Stated he supports the ECDC. He noted he has been a business owner in Thompsonville since 2001, and it has been a struggle to stay and grow as a business in this village. He stated ECDC was there when he couldn't get traditional financing for his business and his home. He noted ECDC helped him upgrade his business so that he could stay competitive and keep his business in Thompsonville, and they helped him get a home. He stated ECDC is holding property that will be a centerpiece for the future transit center. He pointed out ECDC is holding property the Town didn't want to hold for fear of liability, and the Town repeatedly stated they're not in the real estate business. He concluded stating he is here to support the ECDC and hopes the Council will do the

same. He then read a statement from Richard McTaggart, the owner of the Enfield Tap as follows:

“I am in support of the ECDC. I have not received a loan from the ECDC, but have seen the work they are doing and believe it is good for Thompsonville. I don’t think the ECDC should be eliminated in any way, shape or form. It needs help, but not eliminated. Find out where the money went and deal with the people accordingly. We bought our business in 2013 and worked hard to be successful and hire local employees, and we are committed to keep our business in Thompsonville. It’s important to me as a small business to have support and know that someone is working to improve this village. While the Town has made some nice improvements around the pond and is repairing the streets, there is no other group in existence that’s working to do the work that the ECDC is and to support the people and the businesses here. It is very important for small business to have that kind of support. We hope you will continue to support us and the mission of the ECDC.”

Mary Scutt, 64 Yale Drive

Asked the Town Council not to loan this money to the ECDC because she feels this is not the proper way to go about this because there are too many unknowns. She feels until the Council knows more, they should not get into the business of loaning anyone money, especially when it comes to this specific property.

Ms. Scutt questioned how the loan could be secured since they can’t put a lien on the property because they then wouldn’t be able to get a grant.

She stated she read the proposals, and there are many what ifs, i.e., there isn’t an answer as to what is owed.

Ms. Scutt stated her belief the rail will come to Enfield whether that building is available or not. She concluded stating her belief the transparency is not there.

Lori Longhi, 1427 Enfield Street

Stated in 2010, the Town Council approved the Town breaking off the ECDC through the recommendations of the Transition Committee, and they were to have a minimum of seven board members with the most being nine board members. She noted they never seemed able to get past the halfway mark. She stated the board members were to come from senior management positions with specific areas of expertise. She noted the Council approved those bylaws, and the Council wanted them to post financials annually, they were to set conflict of interest policies, and they were to have a public disclosure creating a culture of transparency and accountability. She stated in those bylaws there was to be no monetary gain or profit to its members. She noted the bylaws got changed without the minimum members of seven. She questioned if the ECDC is a legally constituted corporation, and was it a legally constituted body when the alleged bylaws were changed. She questioned how the Council can spend one dime of public money until they know these answers. She stated this Corporation owes the Town of

Enfield back taxes, and are they going to pay the taxes, and are they getting favorable treatment.

Ms. Longhi questioned if the Town is putting a lien on the buildings for the taxes. She questioned if the Town is giving ECDC the money, which now gets preferential treatment over other creditors because the Town is getting paid its taxes.

She stated those businesses that did work for ECDC in good faith might not get paid at all. She went on to note they are drawing people from the same group – the Thompsonville Revitalization Strategy Committee, and they have two of the same original members. She questioned how they can expect a different result. She stated she would expect everyone would want to put all of the original recommendations back in place before loaning any money.

Ms. Longhi stated mention was made in the earlier meeting about the issue of insurance. She noted in the accounting that was available for everyone to look at, there were no payments made on 33 North Street, therefore, if no payments were made, how can they have insurance. She stated that's a direct violation of their grants. She noted Peter Bryanton was gracious to admit that he was wrong, and there is no insurance on the building. She feels this is the first step of people coming forward and admitting where the mistakes are. She pointed out this building has been sitting empty for a very long time, and it won't do any harm to let it sit a little longer.

She then spoke about public information. She stated clearly the recommendations were that this was to be an open agency, and this has been one of the major problems and why they're here today. She pointed out this was not an open agency. She noted FOI was clearly set up to have government be opened up, and the actions of not having the ECDC be an open organization clearly violates the spirit of the FOI laws. She stated the Supreme Court adopted a functional equivalent test to determine whether an agency is actually public, and one of them is whether the entity is a governmental function; the level of governmental funding; the extent of governmental involvement or regulation and whether or not the entity was created by a government. She stated her belief there should be no reason why the ECDC is not 100% open with their documents. She noted that was the original intent from the beginning, and she feels that's where they need to start. She stated her belief the Council should go back and start instituting the very things they approved.

Joshua Hamre, 52 New King Street

Stated the work that should be done by ECDC has a huge impact on Thompsonville. He noted if this corporation goes away, it will leave a vacuum. He noted he would like to see something done to continue progress in Thompsonville. He stated his belief perhaps an outside entity should be doing the investigation because the Enfield Police Department is busy. He noted the ECDC should be looked into, and the future of the Corporation is dependent on getting some strong leadership.



Colleen Reidy, 1116 Enfield Street

Questioned if the Town is loaning the ECDC money, will they be using that money to payback taxes to the Town, or is the Town going to forgive those taxes. She questioned whether they will be given preferential treatment since normally a property would go out for a tax sale.

Ms. Reidy stated ECDC's financial report is interesting at best and questionable.

She stated the taxpayers of Thompsonville have had more than their fair share of governmental mismanagement. She feels it's time to bail out the taxpayers and stop bailing out corporations or companies that have nothing to do with the Town of Enfield. She noted government buildings are in bad shape, and the Town has more needs of its own without bailing out a private corporation or company. She stated if ECDC is going to be given a loan, then the mall might as well come out and ask for a loan as well because they can use the same arguments that's being used by the ECDC. She noted if they're going to loan money to ECDC to help save Thompsonville, they should save the mall as well because they're probably the biggest taxpayer in the district.

Rebecca Olesen, 161 Cottage Road

Stated she did take on a role at ECDC, and she did so because she believes in it. She noted it's broken and needs fixing and overhaul. She stated the request for a secured loan with mortgages for every cent borrowed is what is being asked for. She stated her understanding they need to put together a plan that will work for everyone involved. She asked the Council to work with ECDC in some capacity to come up with an incremental, need-based detailed plan that includes plenty of oversight so they can move forward as a community and take advantage of the opportunity before them. She noted they have the chance to make the train stop a destination rather than just a platform, which she believes will be a benefit to everyone, particularly the taxpayers of Thompsonville because it becomes a profitable building that lessens the taxes that Thompsonville taxpayers have to pay. She noted this will be a benefit for the whole town.

Joyce Bolanos, 20 First Avenue

Stated she does not agree with the ECDC loan, and she does not believe the Council should make a hasty decision. She urged the Town to really think about the best interest of the taxpayers. She stated the Council is not making the ECDC accountable for their mistakes. She stated her understanding in February of 2015, the ECDC received a grant for \$200,000 to do an environmental and a market assessment for the Strand Theater. She questioned if that was done and where is that money. She voiced concern about transparency. She feels to give this organization a loan would be disrespectful to the Enfield taxpayers.

Ms. Bolanos expressed her interest in getting more involved in Enfield. She noted she placed a phone call to Economic Development and no one answered the phone.

Karen LaPlante, 166 North Maple Street

Stated she had a lot of confidence in the ECDC when they started because they had great goals and backing from the Town along with grant opportunities. She noted they probably handled a half to one million dollars based on the years they've been active. She stated it appears they didn't use an accountant to help with finances, otherwise how did they build up a debt of \$80,000 in payroll taxes over a two or three year period. She noted someone must have received letters from the IRS. She stated if the Council gives them a \$200,000 loan, the IRS is first, otherwise the IRS can take property. She stated without more information, the Town shouldn't be loaning ECDC money.

### **COUNCILOR COMMUNICATIONS & PETITIONS**

Councilor Stokes stated his belief the Town Council will give the ECDC matter a lot of thought. He noted there was an investigation called upon. He voiced concern when names are mentioned in public, and he encouraged not mentioning names in public so the investigation has no taint to it. He stated they can't control the past, but they can control the future. He thanked Councilor Arnone for stepping up. He stated his belief they're already seeing the board redeveloped.

Councilor Cekala questioned if there's some way Mr. McCarthy's information about road paving can be addressed or looked at through Public Works.

Councilor Sarno referred to Ms. Bolanos comments and noted she can go onto the Town's website and see all the vacancies if she wishes to get involved.

Councilor Lee stated everyone has a letter addressed to Town stakeholders. He noted this is an opportunity that staff and other agencies have put together as the first big effort to come from Council's action a few months ago to create the North Central Opioid Addiction Task Force. He stated the news reported there was a similar initial meeting of a group that has formed in the New London area, and they've already had several overdose incidents and even death so far this year. He noted Enfield is leading the effort in North Central Connecticut. He stated on the back of the document is the date and time for the first meeting of the Enfield group, which is Tuesday, March 8<sup>th</sup> from 10:00 a.m. to 12:00 noon in the Enfield Council Chambers. He noted invitations have gone out to area towns, and they may have Representative Joe Courtney in attendance. He stated the Enfield Together Coalition was in Washington a few weeks ago, and they had the opportunity to speak to Rep. Courtney on the day that he sponsored legislation for an emergency appropriation nationwide to address the heroin epidemic.

**MOTION #3505** by Councilor Lee, seconded by Councilor Stokes to suspend the rules to address under Miscellaneous Items 14 A1, E, F, G and H.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3505** adopted 10-0-0.

Chairman Kaupin stated Councilor Arnone won an award in his professional life. He received the 2015 James J. Courchaine Collection Systems Award for outstanding efforts in the operation, maintenance, management, or design of wastewater collection systems. Councilor Arnone stated he chose a career in the environment and is proud of what they do everyday to keep water clean right down to Long Island Sound. He noted he's been in this industry for 31 years, and this was quite an honor.

Chairman Kaupin stated Fermi High School is having a senior day hockey game at Enfield Twin Rinks on Saturday, February 20<sup>th</sup> at 4:30 p.m. He noted there will be an alumni game at 6:45 p.m. on that same day. He stated this was organized by Tim Jensen, and he invited back hockey players from both Enfield and Fermi High Schools.

He stated there will be a quarterly meeting of the Town Council at Parkman School; on Monday, February 29<sup>th</sup> at 6:00 p.m.

Chairman Kaupin stated if people are truly interested in the revitalization of Thompsonville and believe in the mission of the ECDC, they should call him at 860-749-1820 or [skaupin@enfield.org](mailto:skaupin@enfield.org).

## **TOWN MANAGER REPORT & COMMUNICATIONS**

### **Alarm Ordinance, Annual Report**

Chief Sferrazza stated this report is presented once per year in compliance with the alarm ordinance. He noted for calendar year 2015, the Police Department received 1,308 alarms, and this number represents a continuation of a downward trend in the amount of alarms received by the dispatch center. He stated 129 tickets were issued as a result of these alarms, which generated revenue for the Town totaling \$9,495. He noted the ordinance was changed awhile back to allow two false alarms per residences, therefore, they've seen a significant drop in revenue, but overall the number of alarms was reduced.

Chairman Kaupin recommended Chief Sferrazza inform the Council if there should be revisions to the ordinance. Chief Sferrazza stated he does have some recommendations which he can pass on.

Councilor Arnone thanked Public Works for addressing streetlights on Town Farm Road.

Councilor Stokes stated he was informed that there's a huge pothole in the area of DMV on Pearson Way.

## **TOWN ATTORNEY REPORT & COMMUNICATIONS**

Attorney Bromson stated he had no formal report this evening.

## **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

### **Enfield High School Renovation Building Committee**

Councilor Cekala stated “D” wing has been demolished. She noted work is continuing. She stated the Building Committee is working with the Board of Education and Town staff to try and insure any transitions happen as smoothly as possible.

Chairman Kaupin stated they are attempting to schedule the Food Truck Committee and are hoping for a February 24<sup>th</sup> meeting.

### **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**MOTION #3506** by Councilor Edgar, seconded by Councilor Deni to remove Item #12 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3506** adopted 10-0-0.

**NOMINATION #3507** by Councilor Edgar to appoint Mary O’Connell (U) to the Commission on Aging as an Alternate member for a term which expires 12/31/2017.

**MOTION #3508** by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3508** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Mary O’Connell appointed to the Commission on Aging by a 10-0-0 vote.

**MOTION #3509** by Councilor Lee, seconded by Councilor Edgar to remove Item #14 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3509** adopted 10-0-0.

**NOMINATION #3510** by Councilor Lee to appoint Todd Barsalou to the Enfield Beautification Committee for a term which expires 12/01/2018.

**MOTION #3511** by Councilor Hall, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3511** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Todd Barsalou appointed to the Enfield Beautification Committee by a 10-0-0 vote.

**MOTION #3512** by Councilor Lee, seconded by Councilor Arnone to remove Item #20 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3512** adopted 10-0-0.

**NOMINATION #3513** by Councilor Lee to appoint Robert Kwasnicki (R) to the Zoning Board of Appeals as an Alternate for a term which expires 12/31/2019.

**MOTION #3514** by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3514** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Robert Kwasnicki appointed to the Zoning Board of Appeals by a 10-0-0 vote.

All other Town Council and Town Manager appointments remained on the table.

Items C through H remained tabled.

### **NEW BUSINESS**

**RESOLUTION #3515** by Councilor Lee, seconded by Councilor Stokes.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) Desktop Engineer

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3515** adopted 10-0-0.

### **ITEMS FOR DISCUSSION**

Chairman Kaupin stated Item I will appear on the next agenda.

## **MISCELLANEOUS**

**MOTION #3516** by Councilor Edgar, seconded by Councilor Hall to adopt the Consent Agenda. \$6,000 Transfer – Human Resources

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3516** adopted 10-0-0.

**RESOLUTION #3517** by Councilor Lee, seconded by Councilor Edgar.

RESOLVED, that the Acting Town Manager, Lee C. Erdmann, subject to review and approval of the Town Attorney, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Connecticut Green Bank, Clean Energy Communities Program and to affix the Corporate Seal.

Councilor Cekala stated it does say they're going to install solar items, but it doesn't say where they are going. Councilor Arnone stated the location is JFK Middle School. He noted this will also be in conjunction with the Gifted and Talented Program so they can make it a learning experience.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3517** adopted 10-0-0.

**RESOLUTION #3518** by Councilor Arnone, seconded by Councilor Deni.

WHEREAS, pursuant to Chapter 14, Article IV of the Enfield Town Code, Property Maintenance, the owners of 10 Connecticut Avenue (property owners) were cited for blighted premises and were fined accordingly; and

WHEREAS, pursuant to Section 14-180 of the Enfield Town Code, the property owner did not contest their liability for the violation before a duly appointed hearing officer; and

WHEREAS, the hearing officer found the property owner liable, ruling in favor of the Town; and

WHEREAS, the hearing officer notified the property owner in writing of such decision; and

WHEREAS, pursuant to Section 14-183 of the Enfield Town Code, property maintenance liens securing the fines were recorded in the Town's land records; and

WHEREAS, the property owner has approached the Town with a prospective buyer; and

WHEREAS, the amount of the property maintenance lien is greater than the value of the property; and

WHEREAS, the property owner has requested that the Town waive a portion of the unpaid property maintenance lien in order to allow for the sale of the property; and

WHEREAS, the above-noted request pertains only to the property maintenance lien filed per Town Code Section 14-183; the delinquent taxes and the clean and lien fees on 10 Connecticut Avenue will be paid in full; and

WHEREAS, the alternative to waiving a portion of the liens is for the Town to foreclose on the property,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does authorize the waiver of a portion of the property maintenance liens on 10 Connecticut Avenue and authorizes that the amounts set forth in Attachment A be accepted in lieu of the full payment of those liens.

Councilor Cekala voiced her support of the resolution. She stated her understanding they're just waiving a portion and not the full amount of fines and liens. Attorney Bromson stated as long as it reflects accurately what the intent of the Council is and that they will review tomorrow and let the Town Manager know. He added if there's a problem, it will be corrected and brought back.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3518** adopted 8-1-1, with Councilor Hall voting against and Councilor Edgar abstaining.

**RESOLUTION #3519** by Councilor Arnone, seconded by Councilor Szewczak.

WHEREAS, Chapter 22, Article II of the Town Code (Ordinance) established the Enfield Cultural Arts Commission (Commission); and

WHEREAS, the Town Council wishes to amend the Ordinance to rename the Commission as "Enfield Culture and Arts Commission" which more appropriately reflects the Commission's expanded mission within the community; and

WHEREAS, on February 1, 2016, a Public Hearing was held in accordance with Charter requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the amended and revised Ordinance, renaming the Enfield Cultural Arts Commission as "Enfield Culture and Arts Commission" attached hereto as "Attachment A".

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3519** adopted 10-0-0.

**RESOLUTION #3520** by Councilor Lee, seconded by Councilor Arnone.

RESOLVED, that in accordance with Chapter VII, Section II, of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add (1) Director of Planning

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3520** adopted 10-0-0.

### **PUBLIC COMMUNICATIONS**

There were no comments from the public.

### **COUNCILOR COMMUNICATIONS**

Councilor Cekala reminded everyone the Heritage Fair is this Saturday at JFK Middle School from 11:30 – 4:00 p.m. She noted this is a day when diversity is celebrated with performances, activities and displays.

Councilor Lee stated the Buzz Robotics annual pasta supper is being held Thursday, March 3<sup>rd</sup> from 5:00 to 8:00 p.m. at St. Bernard's Church on Hazard Avenue. He noted tickets are \$10 for adult and \$8 for seniors and children.

### **ADJOURNMENT**

**MOTION #3521** by Councilor Hall, seconded by Councilor Arnone to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3521** adopted 10-0-0, and the meeting stood adjourned at 9:15 p.m.



Appended to minutes  
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Enfield Town Council  
Request for Transfer of Funds  
Resolution No. \_\_\_\_\_

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Human Resources		
	Travel	10170000-55800	\$6000.00

FROM:	Human Resources		
	Other Professional Services	10170000-533900	\$6000.00

CERTIFICATION I hereby certify that the above-stated funds are available as of  
January 19, 2016

John Wilcox, Acting Director of Finance	Date 01/28/16
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Approved by: _____ Town Manager	Date 02/11/16
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## **TOWN OF ENFIELD**

**TITLE: Desktop Engineer**

**DEPARTMENT: Information Technology**

**DATE: February 16, 2016**

**GENERAL STATEMENT OF DUTIES:** The Desktop Engineer is part of the IT Support Services team and will be responsible for defining, developing, and implementing client device solutions for the Town of Enfield which includes all Municipal, Public Schools, and Public Safety Information Technology clients. Responsible for understanding, capturing and documenting the client device requirements of the various client populations; researching, evaluating, testing and developing business cases for appropriate client device solutions, configurations. Will determine, document, deploy and maintain client device standards, deployment and management policies, methodologies, procedures and tools. Provides 2<sup>nd</sup> and 3<sup>rd</sup> level support to the Support Services team and directly to the clients as needed. Responsible for timely resolution of assigned incident and change tickets within established Service Level Agreements (SLA).

**SUPERVISION RECEIVED:** Works under the direct supervision of the Chief Technology Officer.

**SUPERVISION EXERCISED:** Indirectly supervises and advises 3-5 Technicians and Service Desk staff.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for installation and support of client device hardware and software for the town purchased technologies including but not limited to workstations, desktops, laptops, tablets and any other mobile/cellular device as needed;
- Design, test, deploy, and support client device images consisting of the operating system, all supported applications, and peripherals;
- Work in collaboration with all IT teams and the customers to establish the requirements for building, deploying and maintaining effective, reliable and secure client device solutions;
- Identify and recommend system/network/application enhancements and improvements that are necessary to maintain reliable computing services;
- Investigate hardware and software problems that may occur and initiate appropriate corrective action;
- Communicates effects of any pending or active hardware and software corrective actions, enhancements and modifications to all customers and IT staff;
- Prepare and maintain written procedures applicable to the administration, troubleshooting and support of client device environment;
- Identify and organize day-to-day operation and maintenance tasks to ensure a

- secure and reliable computing environment;
- Ensure desktop security, including data integrity, file encryption and related hardware/software is in compliance with Town's policies;
- Document and manage the change management procedures for all client devices or technical changes that are performed by the team;
- Project manage initiatives related to developing client device solutions;
- Assist in maintaining an up-to-date multi-year Technology and Services Roadmap/Strategy for in-scope solutions and services;
- Provide backup support in absence of Network Manager; performs any tasks requested or assigned by the Chief Technology Officer or his/her designee;
- Regular and Punctual Attendance.

**OTHER JOB FUNCTIONS:** Performs related work as required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is occasionally required to walk, Hand-eye coordination is necessary for operation of computer and various other office equipment.

Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job includes close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 or more minutes at a time, remember multiple assignments given over long periods of time and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Must possess following: excellent knowledge of supporting client devices for access to information systems in a diverse network setting including multiple images, device configurations for multiple vendors and operating systems; understand and support mixed environment of stationary and mobile, managed and unmanaged client devices for Windows and Mac OS based applications; Able to identify similarities of equipment/application needs to establish common images that best support client device environment; Able to adjust priorities as needed to accomplish

projects, special requests, and needs to support the entire organization; flexibility and willingness to learn new technologies and techniques required to support changing client devices; excellent troubleshooting and problem resolution skills; excellent written and verbal communication skills; ability to maintain effective relationships with all customers; support team concept; ability to work flexible hours as required; possess valid Connecticut drivers' license.

**EXPERIENCE AND TRAINING:** Undergraduate degree in business administration, computer science, software engineering, or related field, or equivalent work experience; minimum of 3 years of experience in desktop support roles in a Windows/MAC environment, working with Active Directory, enterprise software deployment applications such as Microsoft SCCM(System Center Configuration Manager), software packaging applications, and remote access/control applications; Hands-on experience working with ticketing system; 3 years of experience working with MSI installations, first time installs and upgrades from scratch, repackaging of commercial and internal software affecting the enterprise, experienced working hands on with login scripts and group policies (GPO); 1 - 3 years of experience working as a technical lead in an enterprise environment with a focus on desktop infrastructure, desktop engineering, or desktop virtualization

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position.

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## **TOWN OF ENFIELD**

**TITLE: Director of Planning**

**DEPARTMENT: Development Services Department DATE: February 16, 2016**  
**Planning and Land Use Services**

**GENERAL STATEMENT OF DUTIES:** Highly responsible position involving the planning and development of the Town. Position requires considerable knowledge of municipal planning and land use laws, regulations as well as the administrative functions of planning and land use principles and practices.

**SUPERVISION RECEIVED:** Works under the general direction of the Town Manager or his/her designee such as the Director of Development Services.

**SUPERVISION EXERCISED:** Directly oversees assistant town planner(s) and all staff of the planning office. Oversees all staff assigned to support land Use Boards and Commissions. Oversees such other staff as assigned such as code enforcement staff.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for the development, maintenance, and updating of the Enfield Plan of Conservation and Development;
- Responsible for undertaking planning studies concerning the growth, conservation and development of the Town;
- Responsible for administering the Zoning regulations of the Town;
- Responsible for advising the Inland Wetland and Watercourses Commission;
- Responsible for advising the Zoning Board of Appeals;
- Responsible for advising the Historic District Commission;
- Responsible for advising the Enfield Conservation Commission;
- Responsible for providing guidance and assistance to residents and businesses concerning the use of their property and the requirements of the various federal, state and local land use and environmental regulations;
- Collaborates with Development Services Director on Economic Development initiatives;
- Conducts special studies as requested;
- Responsible for administering the Planning Office in accordance with federal, state and local ordinances and regulations;
- Develops efficient and effective management procedures to carry out objectives;
- Represents the Town at regional and state level planning forums;
- Assists in the obtaining of outside resources to achieve planning, conservation and development goals.

**OTHER JOB FUNCTIONS:** Performs related duties as required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, and its application to a variety of situations, as well as exercises independent judgment.

Noise level in the work environment is usually quiet. Makes field visits to project sites as required.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the principles and techniques of planning, organizing, integrating and administering a comprehensive planning and land use program, demonstrates comprehensive, current knowledge of applicable codes, regulations, and standards; ability to manage human and capital resources; demonstrate familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for department operations; ability to supervise work of subordinates and direct staff activities; ability to communicate effectively orally and in written form; ability to administer grant programs.

Ability to review and interpret architectural and engineering maps and drawings

Familiarity and experience with GIS and map making utilization. Working knowledge and solid understanding of the latest industry computer programs and digital technologies.

Familiarity with Connecticut Land Use laws and practices.

**EXPERIENCE AND TRAINING:** Master's Degree in Urban, City or Regional Planning; or closely related field and five (5) years' experience in municipal planning, three years shall have been in a supervisory capacity, or a clearly demonstrated equivalent combination of education and training.

Membership in the American Institute of Certified Planners AICP or the ability and experience to obtain required within 2 years of employment.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*